



**DIRECTOR OF EXTERNAL AFFAIRS
(ADMINISTRATIVE PROGRAM MANAGER IV)
Management Service
OPEN UNTIL FILLED**

Salary Grade 22 - \$58,783 - \$94,388

The Maryland State Retirement Agency ("Agency") is seeking qualified applicants for the position of Director of External Affairs. This is a senior level communications professional position reporting to the Executive Director. The position is responsible for developing, executing and managing all communications efforts with all stakeholders in the State's Retirement and Pension System ("System") including members, beneficiaries, as well as state and local government officials. Other responsibilities include the management of inquiries from trade and public media, serving as spokesperson for the System, overseeing the Agency's publication production, and management of the Agency's website content. The incumbent will supervise the Agency's staff responsible for relations with the Maryland General Assembly.

Candidates must possess strong written, oral communications and presentation skills. Excellent organizational, time and project management skills; and the ability to handle multiple, concurrent and high priority projects is a must. Proficiency with Microsoft Office applications to include Word, Excel, Access, PowerPoint, and Internet or other relevant software is required.

Minimum Qualifications:

Candidates must possess a Bachelor's degree from an accredited four-year college or university and six years related professional experience and/or training. Four years of supervisory experience is required. An equivalent combination of education and experience may be acceptable. A writing sample must be submitted with your resume.

Preferred Qualifications:

A Bachelor's degree in Communications with at least four years of experience with public pension plans and basic understanding of the legislative process is preferred.

Send cover letter, resume, writing samples, and salary history to:

Maryland State Retirement Agency, OHR
Director of External Affairs - #075110
120 E. Baltimore Street
Baltimore, MD 21202
or
careers@sra.state.md.us

For education obtained outside the US, you will be required to provide proof of the equivalent American education as determined by a foreign credential evaluation service. This evaluation must be submitted with your application. Due to the confidential nature of the work, the selected candidate must undergo and pass a background check. Reasonable accommodations will be provided to qualified individuals with disabilities upon request. Your request must be submitted in writing with your application. TTY users, call via the Maryland Relay Service. Equal Opportunity Employment.

Posted 10/28/09